




Agenda




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| Date: | Friday 1 December 2017 |
| Time: | 1100hrs – 1230hrs (AEST) 1030 – 1200hrs (CST) 1300 – 1430hrs (NZ) |
| Connection: | <p>Topic: AAHBC December Meeting</p> <p>Time: Dec 1, 2017 10:30 AM Adelaide</p> <p>Join from PC, Mac, Linux, iOS or Android: https://zoom.us/j/646636174</p> <p>Or Telephone:</p> <p>Dial(for higher quality, dial a number based on your current location) :</p> <p>Australia: +61 (0) 2 8015 2088</p> <p>New Zealand: +64 (0) 4 831 8959 or +64 (0) 9 801 1188</p> <p>Meeting ID: 646 636 174</p> <p>International numbers available: https://zoom.us/join?j=646636174</p> |


Delegates

| Health Service | Delegate name(s) | Apologies/absent |
|---|---|------------------|
| Alfred Health (VIC) | Jim Sayer (JS) Lisa Somerville (LS) | |
| Austin Health (VIC) | Jill Feltham (JF) Joanne Sweeney (JoS) Leonie Pearce (LP) | |
| Barwon Health - Geelong (VIC) | David Meade (DM) Roy Hoevenaars (RH) | |
| Canterbury District Health Board (NZ) | Garth Munro (GM) Rebecca George (RG) | |
| Flinders Medical Centre (SA) – Chair & Secretariat | Helen Tedesco (HT) Sarah Woon (SW) | |
| Gold Coast University Hospital (QLD) | Arlene Morley (AM) Jill Mahoney (JM) Leigh Collier (LC) | |
| Launceston General Hospital | Cindy Hollings (CH) Paula Hyland (PH) | |
| Lyell McEwin Hospital (SA) | Linda Nimmo (LN) Nicollette (NV) Sandra Parr (SP) | |

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| Mt Hutt DHB (NZ) | Steve Whittaker (SW) | |
| Melbourne Health (VIC) | Colin Steel (CS) | |
| Monash Health – Royal Melbourne Hospital (VIC) | Raisa Shaikh (RS) | |
| Nepean Hospital (NSW) | David O'Connor (DC) | |
| Princess Alexandra Hospital (QLD) | Cherie Hearn (CH) Julie-Anne Ross (JR) Kathy Grudzinkas (KG) Wendy McCallum (WM) | |
| Royal Adelaide Hospital (SA) | Adam Govier (AG) Ellen Mills (EM) | |
| Royal Hobart Hospital (TAS) | Anne Mullavey (AM) Clare Ramsden (CR) Jolene May (JM) | |
| St Vincent's Hospital (VIC) | Belinda Cary (BC) Fiona McKinnon (FM) Natalie Simmance (NS) | |
| Western Health (VIC) | Diana Perre (DP) Julia Firth (JF) | |
| The Health Roundtable | Wojciech Korczynski (WK) | |

| No | Item | Person responsible |
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| 1.0 | Opening, quorum and apologies | |
| 1.1 | Welcome attendees (new member – Launceston), note apologies | Chair |
| 2.0 | Minutes confirmation | |
| 2.1 | Minutes from the meeting held on 24 October 2017  171024 AAHBC Think Tank Notes.pdf  171024 AAHBC Minutes.pdf  NAHBC finance report July 11 June 1 | All |
| 2.2 | Review of actions from previous meetings 1. Reconcile membership report (Sarah) : COMPLETE. All members paid for 2017/18 2. Online Education Package (Helen): To circulate demo link to members 3. Staffing Models (All): To send site contact details to Jim 4. CCR (All): Sites to forward data collection to Julie-Anne 5. Staffing Models (Jim): To circulate protocol and drop box details 6. New Members (Helen): To invoice Launceston Hospital 2017/18 membership | Chair |

| 3.0 Standing agenda | | |
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| 3.1 | The Health Roundtable <ul style="list-style-type: none"> Review 2017 2018 Theme discussion: Response from AAHBC | Wojciech Korczynski Helen / Sarah |
| 3.2 | AAHBC meetings <ul style="list-style-type: none"> 2018 Meeting Schedule <ul style="list-style-type: none"> Bi-Monthly, 1.5 Hours, First Friday of every second month 2nd Feb 6th April 1st June 3rd August October (Face to face) 7th December | All |
| 3.3 | Financial report Balance \$ | Joanne Sweeney |
| 3.4 | NZ update | Rebecca George & Steve Whittaker |
| 3.5 | Data coding audit <ul style="list-style-type: none"> Project update Online Stats Education Platform | All Helen |
| 4.0 Projects | | |
| 4.1 | Project proposal template and research collaborative agreements  Project Proposal Template v1.0.doc | Cherie Hearn |
| 4.2 | Clinical care ratios <ul style="list-style-type: none"> 2017 data collection due 31 August 2017  2017 CCR Template v1.1.xls | Julie-Anne Ross |
| 4.3 | Staff benchmarking model <ul style="list-style-type: none"> Video re staff benchmarking model Project proposal Ethics application Research governance Research collaboration agreement  170606 Research Collaboration Agreeem <ul style="list-style-type: none"> Model Project Officer Victorian Project Referencing of Model | Jim Sayer |

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| | 4.4 | Stroke pilot project <ul style="list-style-type: none"> Update Project proposal  <p>AAHBC Project Proposal - Stroke (16)</p> <ul style="list-style-type: none"> Meeting minutes Pilot sites – GCUH, PAH, RAH, Melbourne Health, Flinders Medical Centre, Lyell-McEwin, St Vincent's Hospital | All |
| | 4.5 | AAHBC Priorities and Projects for 2018 | All |
| | 4.6 | Main projects being completed at each facility | All |
| 5.0 | AAHBC membership | | |
| | 5.1 | Terms of reference - update due June 2018 | All |
| | 5.2 | Discussion re current membership and opportunities for expansion | All |
| | 5.3 | Request/s for membership | Chair |
| 6.0 | National Allied Health e-collaborative | | |
| | 6.1 | Update | Ellen Mills |
| 7.0 | New business | | |
| | 7.1 | | |
| | 7.2 | | |
| 8.0 | Close of meeting, review of action items | | |
| | 8.1 | Review of action items | Chair |
| | 8.2 | Date: <ul style="list-style-type: none"> 2 February 2018 Time: <ul style="list-style-type: none"> 11.00am – 1230hrs AEST 10.30am – 1200hrs CST 1.00pm – 1430hrs NZST Venue: Webinar | For noting |